

## Human Resources Bulletin 99-17

### Holidays/Y2K

This year, both Christmas Day and New Year's Day fall on Saturdays, which are non-workdays for most Federal employees. The holidays will be observed by Federal employees who work a Monday - Friday work schedule on Friday, 24 December 1999 and Friday 31 December 1999. The Office of Personnel Management has advised us that there are currently no plans to grant any additional official time off because of Y2K issues or the upcoming holidays.

### HQ USACE Long Term Training Opportunities

USACE administers a program which offers an opportunity to apply for a number of long-term training opportunities. Long Term Training is defined as continuous full-time training for 120 days or more. The nominating activity supports salary and fringe benefit costs, while HQ USACE funds tuition, travel, per diem, books and other miscellaneous expenses. General provisions, eligibility requirements, application procedures, and application forms are available for review and downloading from the HQ USACE regulation library. Interested individuals should review ER 350-1-416 in the library at:

<http://www.usace.army.mil/inet/usace-docs>

Applicants should particularly note the Evaluation Factors used by the USACE screening panel in reviewing applications, and address these in their packages.

In addition to general mission-related graduate college programs, individuals may apply for specific Corps-related programs of study. These include the Project Management Program (PMP) designed for project managers and the Coastal Engineering Education Program (CEEP). Nomination packages for Academic Year 00/01 must be prepared and submitted to your servicing CPAC not later than 17 December 1999. Nomination packages must be endorsed by the District Commander and forwarded to the Division Office for further endorsement. Packages must be received in CELRD-HR not later than 7 January 2000. Final application packages must arrive at HQ USACE not later than 31 January 2000.

### Savings Education Web Pages

The Office of Personnel Management has developed a new savings education web page at <http://www.opm.gov/benefits/savings/index.htm>. This is part of the Clinton Administration's initiative to highlight the benefits of personal financial planning and the steps that Americans should take to make financial planning easier. The page features information and tools as well as links to other sources of information. It includes a Ballpark Estimate worksheet that is designed to give you a basic idea of the savings you will need when you retire.

## Free On-Line Computer Courses

Courses are provided by CBT Systemsa, an international producer and distributor of interactive server-based training programs. The company offers over 4,000 hours of self-paced computer instruction covering Microsoft Office, Windows 95/98/NT, data communications, networks, programming, operating systems, information systems design, performance improvements, and more. You must have an army.mil system to register. Once registered you can assess the training from anywhere. Civilians and Active duty military can register on-line at <http://www.armycbt.army.mil> . If you experience any problems registering, you can send questions to the administrator right from the web site.

If you are interested in any of these courses, discuss the applicability of them to your official duties. Your supervisor may authorize you to complete some courses on official time. If your supervisor does not authorize official time, you may register at work and complete the courses from a home computer.

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